

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, County Auditors, and Vendors

FROM: Eric Bussis, Director of Data Analysis *EB*

RE: 50 IAC 26 Software Testing

DATE: July 27, 2012

The purpose of this memorandum is to inform county officials and vendors of the timeline established by the Department of Local Government Finance ("Department") for vendor certification under 50 IAC 26.

The certification process for property tax management systems will occur in three parts. In Phase I, all individual property tax management systems will be tested individually. In Phase II, the Department will test all combinations of software systems used at the local level in a test environment. Phase III includes a local verification that a certified software system is installed in the county. In the testing cycle completed in 2010, Phase II and Phase III were combined and tested at the local level by an independent third-party. In the upcoming testing, the Department plans to maintain a separate testing for Phase II and Phase III. In the interest of government efficiency, the Department will be administering each phase of the testing and counties will not incur these costs from testing.

The timeline for testing is outlined in the table below:

Phase	Objective	Timeline
Phase I	Certification of individual property tax management system software programs. The following software systems are required to be certified: CAMA, Tax and Billing, Personal Property, Oil and Gas, and Sales Disclosure.	July 2013 – June 2014
Phase II	Certification of system integration across assessment and tax and billing software programs.	July 2014 – April 2015
Phase III	Certification of local county installations of property tax management systems.	May 2015 – June 2015

All property tax management software system vendors must have their systems tested and certified by the Department within the targeted timeline for Phase I and Phase II outlined above.

Additionally, all counties must be Phase III certified, which ensures they have installed and are operating a property tax management system deemed compliant for Phase I and Phase II. Attached to this memo are the Department's drafts of the Phase I testing scenarios. Vendors and county officials are encouraged to provide feedback by August 24, 2012, regarding the Phase I testing scenarios. The Department will consider all feedback or suggestions and will issue guidance to any interested party on questions received on the Phase I testing scenarios. The Department will release answers to questions as available and will publish the final Phase I scenarios on September 1, 2012.

The Department plans to utilize a data bundle for most of the testing, as described in the attached drafts. The data bundle will be released in November 2012. The Department's initial Phase II testing scenarios will be released in January 2013.

If you have any questions regarding this information or would like to receive answers to the questions submitted on Phase I scenarios, please feel free to contact James Johnson at jjohnson@dlgf.in.gov or 317.234.8274.